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Employment - Job Description

October 30, 2008

Administrative Assistant IV

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time, bilingual Administrative Assistant IV (AA IV) for the Mesoamerican Health Initiative (MHI). This position is located in Oakland, CA.

Duties & Responsibilities:

This AA IV is responsible for assignments that are complex in nature, where judgment and initiative are required. Composes and types non-routine correspondence in Spanish and English. Monitors and maintains expenditures records from multiple funding sources; performs various accounting functions. May determine methods and procedures on new assignments and may provide guidance to other nonexempt personnel.

- Conducts research, compiles the results and prepares reports for manager's use
- Prepares budgetary and financial reports using spreadsheet and data base applications
- Organizes and maintains electronic and paper file system
- Arranges and coordinates staff international and domestic travel and reservations
- Arranges meetings by preparing agendas and providing logistical support (reservations and facility arrangements); recording and transcribing meeting minutes
- Copies documents and other materials
- Coordinates manager's schedule and makes appointments
- Answers and screens manager's phone calls, and arranges conference calls
- Reads and routes incoming mail. Handles outgoing mail and correspondence, including e-mail and faxes
- Orders and maintains supplies
- Arranges equipment maintenance
- Performs other duties as assigned

Qualifications:

- An Associate Degree is required
- At least 5 years of administrative experience
- Excellent oral and written communication skills in Spanish & English

- Excellent organizational skills
- Excellent computer skills: MS Word, Excel & PowerPoint
- Travel planning and event organization experience a plus
- Attention to detail

Compensation:

Hour pay rate is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

If you do not have internet access, PHI's mailing address for this position is listed below. Please send cover letter and resume ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department 175, Oakland, CA 94607-4046
We are proud to be an EEO/AA Employer
NO PHONE CALLS PLEASE

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